

COLLEGE HOUSEPARENT/ADOPTIVE FAMILY

The college houseparent or adoptive family will provide encouragement and a sense of family to a local college student or students who have no relatives nearby.

Ministry Area/Department	Singles
Position	College houseparent/adoptive family
Accountable To	College ministries director
Ministry Target	Single adults in college
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Pastor/shepherd • Mercy-showing
Talents or Abilities Desired	No criminal background • Good role model • Possess an understanding of the challenges and special needs of college students
Best Personality Traits	Dependable-expresser • Patient • Compassionate
Passion For	Ministering to college students
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** four hours a week
2. **Participating in meetings/training:** yearly

RESPONSIBILITIES/DUTIES

1. Provide prayer and emotional support for your adopted college student or students.
2. Touch base with the student(s) weekly and invite them to stop by your home for a visit. Provide homemade cookies or other special treats.
3. Include the student(s) in some family activities and meals.
4. Recognize birthdays, special accomplishments, etc. with cards, celebrations, inexpensive gifts or some type of acknowledgment.

COLLEGE MINISTRIES DIRECTOR

The college ministries director will minister to local college students and include them in the ministry of the church.

Ministry Area/Department	Singles
Position	College ministries director
Accountable To	Singles pastor
Ministry Target	Single adults in college
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Pastor/shepherd • Administration
Talents or Abilities Desired	Good organizational skills • Knowledge and understanding of special needs of college students • Education and experience in counseling
Best Personality Traits	Expresser-leader
Passion For	Ministering to college students
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** four to six hours a week
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Provide counseling, guidance, prayer and support to local college students.
2. Lead a weekly evening devotional and fellowship time for college students.
3. Arrange for after-church get-togethers at restaurants or homes for the purpose of bonding.
4. Recruit church members to serve as houseparents or adoptive families for college students who are away from home with no family nearby. They should provide encouragement, prayer support and include the student(s) in some family activities and meals.
5. Seek to include college students in the overall ministry of the church.
6. Pray daily for the students, for wisdom in ministering to them and for the strength to be a good role model.
7. Be a good role model, living above reproach, spending time in personal spiritual development and ministry and showing the love of Christ in all you do.

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8. Be aware of singles activities, college and career-class studies and get-togethers and other church events that could involve the college students. Remain involved as much as possible.
9. Oversee budget and expenditures for the college ministry.

DIVORCE CARE LEADER

The divorce care leader will lead a support group to teach and minister to people who are experiencing or have experienced divorce.

Ministry Area/Department	Singles
Position	Divorce care leader
Accountable To	Singles pastor
Ministry Target	Divorcees
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Pastor/shepherd • Teach
Talents or Abilities Desired	Knowledge and understanding of special needs of people who are divorced or are going through divorce • Education or experience in counseling
Best Personality Traits	Dependable-expresser or expresser-leader
Passion For	Ministering to people who are experiencing divorce and helping them rebuild their lives
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two to three hours a week
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Provide spiritual counsel, prayer and support to divorce care participants.
2. Lead a weekly divorce care group offering spiritual and emotional support in addition to Bible studies on issues of concern to divorced people.
3. Nurture and develop your own spiritual life to gain wisdom and spiritual nourishment for ministry and to provide a positive example to others.

SINGLE ADULT BIBLE STUDY ASSISTANT

The single adult Bible study assistant is the right arm of the single adult Bible study teacher. The assistant must be prepared to fill in for the teacher when necessary, assist with keeping watch over the flock and coordinating class leaders and functions. The assistant is expected to teach, reach and minister to members and prospects under the direction of the teacher.

Ministry Area/Department	Single adult Sunday School
Position	Single adult Bible study assistant
Accountable To	Single adult Bible study teacher
Ministry Target	Single adults
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Shepherd • Teaching • Exhortation
Talents or Abilities Desired	Communicates well with others • Comfortable speaking in front of a group • Able to allow someone else to lead, but willing to take the lead when necessary • Identifies with special needs of single adults
Best Personality Traits	Dependable-leader • Expresser
Passion For	Discipling single adults
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one to three hours a week
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Develop own relationship with God through Bible study and prayer.
2. Participate in teacher meetings and training opportunities.
3. Study weekly lessons and be available to lead the class in the single adult Bible study teacher's absence.
4. Pray for class members and visitors.
5. Promote spiritual growth and unity among class members.

SINGLE ADULT BIBLE STUDY TEACHER

The single adult Bible study teacher is the shepherd of the class and is responsible for overseeing or coordinating all class leaders and functions. The teacher is expected to teach, reach and minister to members and prospects with the help of other leaders within the class.

Ministry Area/Department	Single adult Sunday School
Position	Single adult Bible study teacher
Accountable To	Sunday School director
Ministry Target	Single adults
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Shepherd • Teaching • Exhortation
Talents or Abilities Desired	Communicates well with others • Comfortable speaking in front of a group • Able to allow someone else to lead, but willing to take the lead when necessary • Identifies with special needs of single adults
Best Personality Traits	Dependable-leader
Passion For	Discipling single adults and providing support for other leaders
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** three hours a week
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Participate in teacher meetings and training opportunities.
2. Work with Sunday School director to choose curriculum for the class.
3. Study and prepare for weekly lessons.
4. Pray for class members and visitors.
5. Arrive 15 minutes before class begins to make sure classroom is prepared and to greet people as they arrive.
6. Lead each week's class and involve participants in studying and learning God's Word through various teaching methods.
7. Promote spiritual growth and unity among class members.
8. Organize class into care groups of six people or less, with one leader per group.

SINGLE ADULT CARE GROUP LEADER

The singles care group leader is responsible for showing Christian love and concern to a small group of single adults through maintaining regular contact and encouragement.

Ministry Area/Department	Single adults
Position	Single adult care group leader
Accountable To	Single adult teacher
Ministry Target	Single adults
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Pastor/shepherd • Mercy-showing • Exhortation
Talents or Abilities Desired	A concern for others • Accessible by telephone • Ability to write and mail brief notes and cards
Best Personality Traits	Dependable-expresser-analyst • Compassionate
Passion For	Spiritual and physical well-being of fellow Christians
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** as requested

RESPONSIBILITIES/DUTIES

1. Responsible for caring for a small group of singles.
 - a. Pray for the people in your care group.
 - b. Send cards when appropriate: birthday, get well, sympathy, etc.
 - c. Call periodically to touch base with each person in your care group.
 - d. Call to check on anyone who is absent to let them know they were missed and to make sure everything is all right.
 - e. With person's permission, pass on any special prayer requests to singles class prayer leader, singles pastor and appropriate class teacher.
 - f. Notify proper authorities if one of your care-group members has an emergency or critical need for assistance.

SINGLES ACTIVITIES COORDINATOR

The singles activities coordinator will plan and organize regular activities for single adults for the purpose of fun, fellowship and spiritual edification.

Ministry Area/Department	Singles
Position	Singles activities coordinator
Accountable To	Singles pastor
Ministry Target	Single adults
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration • Exhortation
Talents or Abilities Desired	Good physical health • Planning and organizational skills
Best Personality Traits	Leader-dependable
Passion For	Planning activities for fun, fellowship and spiritual edification of single adults
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one to three hours a week
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Get to know the single adults in the church and find out what their interests are and what activities they enjoy. Do a yearly survey regarding activity choices.
2. Plan and organize monthly activities for all singles.
3. Coordinate special activities with the singles class fellowship leader for specific classes or groups of singles, including
 - a. Single-again groups for widows/widowers, divorcees;
 - b. Single parents;
 - c. Never-marrieds/college and career.
4. Prepare an activity calendar and distribute copies to all singles.
5. Give a copy of the activity schedule to the administrative secretary for when someone calls with questions about dates and activities and so that the information may be included in the church master calendar.

SINGLES CLASS FELLOWSHIP LEADER

The singles class fellowship leader is responsible for planning and coordinating all class social events at church or elsewhere and for recruiting class members to help as needed. This leader will promote unity among the group.

Ministry Area/Department	Single adult Sunday School
Position	Singles class fellowship leader
Accountable To	Single adult Bible study teacher
Ministry Target	Single adults
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration • Serving • Exhortation
Talents or Abilities Desired	Ability to organize events and motivate people
Best Personality Traits	Expresser-dependable • Sociable
Passion For	Building relationships and encouraging others
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one to two hours a month
2. **Participating in meetings/training:** as requested

RESPONSIBILITIES/DUTIES

1. Develop own relationship with God through Bible study and prayer.
2. Participate in training opportunities.
3. Plan, coordinate and lead class social events; coordinate with singles activities coordinator.
4. Encourage get-acquainted or icebreaker activities within the class.
5. Plan for occasional (or weekly) refreshments before class.

SINGLES CLASS OUTREACH LEADER

The singles class outreach leader is the reaching arm of the class. This person is responsible for contacting and beginning relationships with prospects, visitors and new members in order to point them to Christ and assimilate them into the church through the Sunday School or other Bible study groups.

Ministry Area/Department	Single adult Sunday School
Position	Singles class outreach leader
Accountable To	Single adult Bible study teacher
Ministry Target	Single adults
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Exhortation • Evangelism • Administration
Talents or Abilities Desired	Communicates well with others • Organized
Best Personality Traits	Expresser-Leader • Outgoing
Passion For	Influencing single adults for Christ and encouraging them to become involved in the local church
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Participate in training opportunities.
2. Coordinate efforts with church singles outreach director and inform him or her of visitation progress.
3. Work with class members to identify, witness to and minister to prospects and enroll new members.
4. Develop a class prospect file and keep a record of contacts and the results with those prospects.
5. Pray for prospects, visitors and new members.
6. Initiate follow-up contacts with class visitors by telephone, letter or visit.
7. Contact prospects by telephone, letter or visit to inform them of your class studies, activities, etc. and invite them to participate.
8. Be prepared to lead prospects to Christ or to provide a counselor when needed.

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9. Welcome visitors and help new members feel accepted. Introduce them to others and assimilate them into the life of the church.

SINGLES CLASS PRAYER LEADER

The singles class prayer leader is responsible for praying fervently, organizing and leading a class prayer chain and encouraging spiritual growth in class members through daily devotions and prayer.

Ministry Area/Department	Single adult Sunday School
Position	Singles class prayer leader
Accountable To	Single adult Bible study teacher
Ministry Target	Single adults
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Exhortation • Mercy-showing • Pastor/shepherd
Talents or Abilities Desired	Communicates well with others • Good listener • Willing to spend time in prayer
Best Personality Traits	Expresser-analyst • Caring • Serious • Discreet
Passion For	Interceding for others in prayer • Belief in the power of prayer
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** three hours a week
2. **Participating in meetings/training:** one hour a week (prayer meeting)

RESPONSIBILITIES/DUTIES

1. Develop own relationship with God through Bible study and prayer.
2. Pray daily for the needs of members, prospects and church-related activities and ministries and for church leaders.
3. Organize a class prayer chain through the care-group leaders to inform class members of special or urgent prayer needs.
4. Encourage class members to pray for foreign and home missions.
5. Provide or recommend devotional material and exhort members to have daily devotions.

SINGLES CLASS SECRETARY

The singles class secretary is responsible for keeping accurate, up-to-date records; seeing that appropriate forms are completed regarding enrollment changes, visitors, etc.; preparing or assisting with class correspondence when needed; and welcoming newcomers to the class.

Ministry Area/Department	Single adult Sunday School
Position	Singles class secretary
Accountable To	Single adult Bible study teacher
Ministry Target	Single adults
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration • Serving
Talents or Abilities Desired	Organized • Detail oriented • Good penmanship
Best Personality Traits	Dependable-analyst • Friendly
Passion For	Organization • Accuracy • Serving as a support person
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** yearly training workshop

RESPONSIBILITIES/DUTIES

1. Develop own relationship with God through Bible study and prayer.
2. Participate in training opportunities yearly, or as presented.
3. Keep accurate records of member attendance and up-to-date personal information—address, phone, birthday, etc.
4. Welcome visitors and help new members feel accepted.
5. Ask visitors to complete appropriate forms or personally register them in your class by obtaining name, address and phone number and determine whether or not they are members of another church.
6. Keep records of visitor and prospect information for outreach purposes. Have this information readily available to the singles Bible study teacher, singles class outreach leader and other concerned staff.
7. Complete weekly attendance form and collect class offerings. Turn them both in to the singles records clerk.
8. Prepare or assist with special correspondence to class members.

SINGLES GUEST FOLLOW-UP ASSISTANT

The singles guest follow-up assistant will follow up every guest who visits the class. This involves making phone calls and visits and writing cards to make the guests feel welcome and cared for.

Ministry Area/Department	Single adults Sunday School
Position	Singles guest follow-up assistant
Accountable To	Singles outreach director
Ministry Target	Single adult church guests
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Mercy-showing • Pastor/shepherd
Talents or Abilities Desired	Accessible by telephone • Means of transportation • Ability to write and mail brief notes and cards
Best Personality Traits	Dependable-analyst • Friendly • Compassionate
Passion For	Influencing people for Christ and the church
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** minimal, as requested

RESPONSIBILITIES/DUTIES

1. Contact all single adult guests who have attended your class.
2. Extend a warm welcome, a hand of fellowship, a note of appreciation or encouragement with the goal of helping the guest feel welcome and influencing him or her to visit again and become committed to Christ and the church.
 - a. Phone within 24 hours of visiting class, service or activity. Ask if it's all right to schedule a brief visit.
 - b. Visit guest within a week if guest approved or requested a visit. Plan to keep the visit brief, unless the guest asks you to stay longer. Always have someone else visit with you. *Do not go alone.*
 - c. Send a card saying "appreciated your visit with us and welcome you to join us again" or "enjoyed visiting with you and hope you'll be able to join us."

SINGLES MISSIONS LEADER

The singles missions leader is responsible for locating credible missions opportunities and coordinating class efforts to become involved in missions-related ministry. He or she will also keep abreast of churchwide missions projects and will promote those projects within the class as well.

Ministry Area/Department	Single adult Sunday School
Position	Singles missions leader
Accountable To	Single adult Bible study teacher
Ministry Target	Single adults
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Exhortation • Serving • Mercy-showing • Giving
Talents or Abilities Desired	Ability to research missions opportunities • Discernment
Best Personality Traits	Analyst-dependable • Compassionate • Dedicated
Passion For	Helping the spiritually and physically needy
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** one hour a quarter

RESPONSIBILITIES/DUTIES

1. Participate in training opportunities.
2. Become informed of ministry needs within congregation, denomination, community and world that present a missions opportunity for the class. You may especially want to look for local opportunities that involve unchurched singles.
3. Do your best to confirm the credibility of the missions need or project.
4. Inform class of missions opportunities and coordinate missions efforts with class members.
5. Pray for missions opportunities and for God's blessing on the missions efforts in which you become involved.
6. When appropriate, initiate follow-up contacts with church or community members served through the class missions efforts.
7. Involve singles outreach leader and church outreach director when needed.
8. Educate class regarding churchwide missions projects and promote the missions theme.

SINGLES OUTREACH LEADER

The singles outreach leader is responsible for identifying outreach opportunities, developing the singles outreach ministry and participating in evangelistic outreach to singles.

Ministry Area/Department	Singles
Position	Singles outreach leader
Accountable To	Church outreach director
Ministry Target	Single adults
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Exhortation • Evangelism • Administration
Talents or Abilities Desired	Communicates well with others • Good organizational skills
Best Personality Traits	Expresser-leader • Outgoing
Passion For	Influencing single adults for Christ and encouraging them to become involved in the local church
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one to two hours a week
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Participate in training opportunities.
2. Coordinate efforts with church outreach director to visit single adults.
3. Work with singles class outreach leaders to identify and witness to prospects.
4. Work with singles activities director to plan two to four special activities a year to which single members could invite nonmember singles for the purpose of building relationships and influencing people for Christ.
5. Follow up on visitors who seem receptive or who requested more information or a visit.
6. Pray for prospects, visitors and new members.
7. Be prepared to lead prospects to Christ.

SINGLES PASTOR

The singles pastor will direct and oversee the singles ministry; educate, minister to and include single adult members in the ministry of the church and follow up with single adult guests.

Ministry Area/Department	Single adults
Position	Singles pastor
Accountable To	Pastor
Ministry Target	Single adults
Position Is	Paid staff
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, mature Christian
Spiritual Gifts	Pastor/shepherd • Mercy-showing • Administration
Talents or Abilities Desired	Education and experience in counseling and theology
Best Personality Traits	Expresser-leader • Compassionate • Dependable • Analytical
Passion For	Singles ministry and an understanding of the special needs of single adults
Length of Service Commitment	Two years minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** eight to ten hours a week
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Give direction to and oversee the singles ministry.
 - a. Identify the needs and interests of singles within the church and community.
 - b. Plan and develop programs for the singles ministry.
 - c. Evaluate existing programs to determine effectiveness.
 - d. Identify and provide ministry opportunities for single adults.
2. Meet monthly with singles ministry leaders to pray and to discuss challenges, solutions and praises.
3. Provide counseling and spiritual direction to single adults on an individual basis.
4. Participate in outreach ministry to single adult guests who have visited the church.
5. Lead prayer and devotional messages in appropriate single adult meetings.
6. Plan at least one yearly singles retreat for the purpose of spiritual edification.
7. Arrange special seminars to address specific needs of singles.

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8. Visit single adult members who are hospitalized.
9. Participate in training opportunities yearly, or as presented.
10. Oversee budget and expenditures for the singles ministry.

SINGLES RECORDS CLERK

The singles records clerk is responsible for accurately calculating weekly attendance and offering totals for the department and for delivering offerings and visitor information to the appropriate staff members.

Ministry Area/Department	Single adult Sunday School
Position	Single records clerk
Accountable To	Single adult Bible study teacher
Ministry Target	Single adults
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration • Serving
Talents or Abilities Desired	Good organizational skills • Detail oriented • Good math skills
Best Personality Traits	Dependable
Passion For	Organization • Accuracy • Good stewardship
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** yearly training workshop

RESPONSIBILITIES/DUTIES

1. Develop own relationship with God through Bible study and prayer.
2. Participate in training opportunities, yearly or as presented.
3. Tally class attendance records to obtain weekly attendance figures.
4. Calculate and record total of all classes' tithes and offerings.
5. Deliver all tithes and offerings to treasurer, bookkeeper or other appropriate person as set forth in church policy.
6. Assemble visitor forms received from classes and deliver them to the church outreach director or other designated person.

SINGLES REFRESHMENT COORDINATOR

The singles refreshment coordinator is responsible for planning, organizing and overseeing refreshment preparation and service at special singles events.

Ministry Area/Department	Single adults
Position	Singles refreshment coordinator
Accountable To	Singles activities coordinator
Ministry Target	Single adults
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Mercy-showing • Pastor/shepherd • Administration • Serving
Talents or Abilities Desired	Accessible by telephone • Good organizational skills planning and overseeing food service
Best Personality Traits	Analyst-expresser • Dependable
Passion For	Hospitality
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours a month
2. **Participating in meetings/training:** minimal, as requested

RESPONSIBILITIES/DUTIES

1. Plan refreshments for special activities as needed.
2. Recruit assistants to help prepare or provide refreshments and disposable utensils.
3. Oversee refreshment service setup and cleanup.

WIDOWS/WIDOWERS SUPPORT GROUP LEADER

The widows/widowers support group leader will lead a support group to encourage, support and educate people whose spouse has died.

Ministry Area/Department	Singles
Position	Widows/Widowers support group leader
Accountable To	Singles pastor
Ministry Target	Widows and widowers
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Pastor/shepherd • Mercy-showing • Teaching
Talents or Abilities Desired	Education or experience in counseling • Knowledge and understanding of special needs of people whose spouse has died
Best Personality Traits	Dependable-expresser or expresser-leader
Passion For	Ministering to people who have lost a spouse and helping them meet the challenges they face
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two to three hours a week
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Provide spiritual counsel, prayer and support to widows and widowers of all ages.
2. Lead a weekly support group offering spiritual and emotional support, devotional messages, discussion of concerns and fellowship. May incorporate biblically based studies on issues of concern to widows and widowers.
3. Plan special seminars or courses addressing areas of concern and need, such as handling finances. Some of these seminars might also apply to divorcees and may be held as joint efforts for both single-again groups.
4. Consider inviting community members who are not church members to participate in the support group. This is a great opportunity to share the love of Christ and draw people to Him.
5. Research and develop a list of dependable people who can provide services such as financial planning, car and home repairs—preferably someone within the church or whom church members can highly recommend.

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6. Develop your own spiritual life to gain wisdom and spiritual nourishment for ministry and to provide a positive example to others.